

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

11919-OFAM

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Fleet and Asset Management (OFAM)	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED CA Federal Surplus Property and Reutilization – Sac.	CLASS TITLE Staff Services Analyst (SSA)
WORKING DAYS AND WORKING HOURS Monday through Friday 7:00 a.m. to 4:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 1700 National Drive, Sacramento, CA 95834
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-125-5157-005

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of a Staff Services Manager (SSM I), the incumbent performs analytical functions of average difficulty for the CA Federal Surplus Property Program (CFSP). The areas of responsibility include process and procedure development, customer outreach, policy support, and compliance review.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
35%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p><i>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment</i></p> <p>All functions will be performed in accordance with existing California statute regarding the disposition of State Surplus Property and Federal Surplus Property Acquisitions Law, as required by Federal Code, and in compliance with Division, Department, Agency and State Administrative Directives.</p> <p>ESSENTIAL FUNCTIONS Federal and State Surplus Property Reutilization Program Operations</p> <p>In order to develop improved client outreach and customer service, the incumbent assists management and supports the unit through the development and documentation of program processes and procedures to:</p> <ul style="list-style-type: none"> Create and execute a customer outreach strategy designed to increase client awareness and participation in the surplus property program by using data gathered that includes, but is not limited to, governmental publications, public contacts, recent public auctions and other surplus property transactions. Implement and execute a compliance review process based on the active qualified recipient's geographical location and the most current property allocation according to the Federal Code of Regulations.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Darci King	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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35%	<ul style="list-style-type: none"> Establish, implement, and report on performance measures for program progress and apply on-going improvements to the process as directed by management. Establish and implement reports as they relate to the surplus program(s) as directed by management. Respond in writing and by telephone to qualified recipient's inquiries on the availability and acquisition of surplus property. <p>In order to facilitate efficient transactions of surplus property, the incumbent:</p> <ul style="list-style-type: none"> Reviews qualified recipient eligibility applications and renewals in accordance with applicable laws, rules and regulations and recommends approval or disapproval to program management. Performs audits (compliance checks/reviews) on previously approved qualified recipient applications to ensure compliance with policies, rules and regulations. <p>In order to develop accurate and meaningful projections of near and long-term trends in the availability of state surplus property, the incumbent:</p> <ul style="list-style-type: none"> Establishes a positive working relationship with the local and statewide agencies, educational institutions, and the National Association of State Agencies for Surplus Property by using interpersonal and oral communication skills. Visits government installations and prime contractor sites as required identifying and inspecting surplus property (known as screening of property) on behalf of qualified recipients and the State of California in order to obtain allocation of the property. <p>Policy Support</p> <p>In order to assist program management in providing quality reports based on data and presentations to program clients and executive staff at the federal and state levels, the incumbent:</p> <ul style="list-style-type: none"> Prepares reports, visual presentations and analyses for program management to present to various levels of executive management and staff at all federal state and client agencies by utilizing data gathered by all available resources and computer software. Informs program management on the status of assigned program tasks, and uses knowledge of current and new laws (or changes to state and federal government code) and provides analyses on the impact to the department and recommends needed changes by utilizing data gathered from all available resources and computer software. Prepares management memos and other policy documents to support program objectives by utilizing data gathered from all available resources and computer software. <p>In order to assist program management in the ongoing development and implementation of a new business model for state and federal surplus property disposition, the incumbent:</p> <ul style="list-style-type: none"> Develops and implements efficient and effective forward triage processes and procedures to ensure cost effective disposition of surplus property by utilizing emerging data resources and computer software. Develops and implements modifications to the workflow and document process to provide clear and functional guidelines to agencies for appropriate surplus property disposal by utilizing data gathered from all available sources.
25%	<p>In order to support the program management in audit requests by internal, external, and public entities, the incumbent:</p> <ul style="list-style-type: none"> Assists auditors by providing relevant information and requested documents. Provides support to management staff by coordinating/point of contact for the audit before, during and after the audit. Maintains hard copy files and a filing system, including photocopying of e-mails and of documentation for the files as required by the duties of the position. Responds to internal/external requests through phone, written or e-mail communication. Completes special projects and assignments for program management.
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> Develops, writes and maintains a procedures desk manual by researching, updating and compiling the necessary information.

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	<ul style="list-style-type: none"> • Supports the OFAM surplus property efforts by providing backup to other professional staff in the unit. <p>KNOWLEDGE AND ABILITIES <i>Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.</i></p> <p><i>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</i></p> <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • General knowledge of current surplus property disposition statutes and policies, practices, and trends. • Experience handling multiple courses of action simultaneously. • Experience working with customers to resolve sensitive issues. • Ability to express ideas and facts orally and in writing in a clear and concise manner. • Knowledge of principles, practices and processes in a revenue generating program. <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <ul style="list-style-type: none"> • Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; willingness and ability to accept increasing responsibility. • Perform well under pressure. • Evaluate and develop alternatives to resolve problems with the highest level of interpersonal negotiating skills. • Organize and structure work for effective performance and goal attainment. • Ability to make sound decisions, recommendations and presentations to management and other State and Federal agencies, clearly and logically, both orally and in writing. <p>INTERPERSONAL SKILLS:</p> <ul style="list-style-type: none"> • Motivate and influence others toward effective individual or team performance. • Communicate effectively with individuals from varied experiences, perspectives and backgrounds, which may involve some exposure to contentious conditions. • Set and balance priorities. • Maintain cooperative working relationships with staff, all levels of management, the public and other State and Federal agencies. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:</p> <ul style="list-style-type: none"> • Maintain confidentiality of sensitive client, budget and personnel related work. • Daily use of PC and related software applications at a workstation. • Function effectively in an automated environment. • Multi-task, meet deadlines, and adjusts to changing priorities. • Ability to effectively handle stress and deadlines in a fast-paced work environment. • Appropriate attire for professional office environment. • Ability and willingness to travel; some overnight travel required. • Indoor work is common, although outdoor work may be required to complete property inspections.

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